

ASSISTANT INFORMATION OFFICER



CALIFORNIA
STATE
GOVERNMENT

OPEN – STATEWIDE
LZ19 -- 5603 5PB0801

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an open statewide examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated on this bulletin may apply.

HOW TO APPLY Submit applications to:

State Personnel Board
P.O. Box 944201
Sacramento, CA 94244-2010

If you meet the entrance requirements for this examination and/or Information Officer I (Specialist) and/or Information Officer I (Supervisor) and/or Information Officer II, scheduled on the same day, you may apply for one or more examinations on a single application.

APPLICATION DEADLINE Applications must be submitted by **April 13, 2005**, the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box on Page 1 of the "Examination and/or Employment Application" form. You will be contacted to make specific arrangements.

WRITTEN TEST DATE No written test is required.

QUALIFICATIONS APPRAISAL INTERVIEW It is anticipated that interviews will be held during May/June, 2005.

REQUIRED IDENTIFICATION **Note:** Accepted applicants will be required to bring either a photo identification card or two forms of signed of identification to the examination.

SALARY RANGE \$3418 - \$4155 per month

ELIGIBLE LIST INFORMATION An open eligible list will be established for all State agencies/departments. The list will be abolished 24 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO EXAMINATION **Note:** All applicants must meet the education and/or experience requirements for this examination by April 13, 2005, the final filing date.
Note: All applications/resumes must include "to" and "from" dates (month/day/year), the time base, and civil service class titles (if applicable). Applications/resumes received without this information will be rejected.

(Continued on Reverse Side.)

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Either I

One year of experience in the California state service performing the duties of an Editorial Technician.

Or II

Experience: Two years of experience writing, reporting or editing for a newspaper, news service, radio or television station, or magazine, or in a position having major duties in the area of public relations or public information and involving communicating to the public; **and**

Education: Equivalent to graduation from college, preferably with a major in journalism, public relations, or English. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**SPECIAL PERSONAL
CHARACTERISTICS**

High interest in the field of public information work; originality and creativeness; ability to establish and maintain cooperative working relations with representatives of the news media and other public groups; ability to gain and hold the confidence and respect of those contacted in the work; and ability to assume increasing responsibility.

**POSITION
DESCRIPTION**

Writes copy for news releases, brochures, pamphlets, other departmental publications, and material to be broadcast on radio and/or television; conducts research in the preparation of news releases, articles and speeches; answers inquiries from the representatives of the news media and from other persons; distributes news releases and other information material through publicity channels such as newspapers, news services, periodicals, radio and television; prepares correspondence; prepares exhibits; prepares layouts, including page dummies of pamphlets, brochures and other publications for printing; reads and corrects proofs; keeps or supervises the keeping of scrapbooks, files of clippings and other information of value to the department.

**QUALIFICATIONS
APPRAISAL**

This examination will consist of a qualifications appraisal panel (QAP) interview weighted 100.00%. The QAP is based on the knowledges and abilities listed below in the scope and is comprised of job related questions. In order to obtain a position on the eligible list a minimum rating of 70.00% must be attained in the QAP interview. *Competitors who do not appear for this examination will be disqualified.*

Qualifications Appraisal Panel Interview – Weighted 100.00%**SCOPE:**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the QAP interview will be directed by measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
 - 1. Techniques of preparing, producing and disseminating information, utilizing all major media of communication.
 - 2. English grammar and spelling.
- B. Ability to:
 - 1. Write and prepare for publication or reproduction less difficult news releases, magazine articles, correspondence, booklets, brochures, pamphlets, magazines, reports, speeches, scripts for radio, television or motion pictures, and other information material.
 - 2. Communicate effectively.
 - 3. Analyze data.

**VETERANS'
PREFERENCE**

Veterans' Preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

QUESTIONS?

If you have any questions concerning this announcement, please contact the State Personnel Board, Examination and Selection Services Section, 801 Capitol Mall, P.O. Box 944201, Sacramento, CA 94244-2010, (916) 653-1502, TTY (916) 654-6336.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Examination and Selection Services Section in Sacramento, at (916) 653-1502, **three weeks after the final filing date** if he/she has not received a progress notice.

If a candidate's notice of examination fails to reach him/her prior to the day of the examination due to a verified postal error, he/she will be rescheduled upon request.

Applications are available at the State Personnel Board office and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: Interviews are typically scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and finger printing may be required.

Interview Scope: In addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA STATE PERSONNEL BOARD

P.O. BOX 944201 – 801 CAPITOL MALL
SACRAMENTO, CA 94244-2010
(916) 653-1502 – TTY (916) 654-6336